

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

District Receptionist

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Under general supervision, provides responsive support and information to district level administrators, staff, outside agencies, and the public requiring a high degree of awareness, tact, creativity, and initiative in order to carry out the functions of the Nye County School District front office/reception area in the southern district office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCS D policies and administrative regulations.

1. Serves as the initial point of contact for administration, district staff, outside agencies, and the public visiting the southern district office.
2. Operates the telephone system serving the administration and support staff of the southern district office, to answer telephone calls and complete transfers to district office extensions.
3. Records and relays messages for busy and unattended extensions.
4. Assists visitors and callers in locating proper departments, offices, or individuals by determining the nature and purpose of the visit or call.
5. Promotes public relations and deals tactfully and diplomatically with administration, district staff, co-workers, outside agencies, and the public.
6. Maintains records of departmental personnel, their locations, and telephone numbers.
7. Maintains and provides up-to-date public information, public handouts, school and event calendars, home school paperwork, activities, current procedures, maps and zoning information, etc. to visitors and callers.
8. Processes incoming and outgoing mail for southern district office and external sites.
9. Screens, files, and/or routes correspondence, reports, bulletins, faxes, and emails.
10. Compiles and prepares correspondence or documents as directed.
11. Treats sensitive NCS D information with the appropriate confidentiality.
12. Maintains a clean and stocked lobby, reception area and desk, copy center, mail center, breakroom, and supply room.
13. Responsible for opening and closing procedures of the southern district office.
14. Performs other tasks related to area of responsibilities, as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstration of responsible decision making and ability to organize records, confidential records, data processing, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
4. Knowledge of telephone techniques, telephone directories, and internal call-routing procedures.
5. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
6. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
7. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
8. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
9. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, and conforms to safety standards as prescribed.

11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Minimum of High School Diploma or equivalent
2. One (1) year practical experience in office procedures

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy
3. Ability to pass NCSD District Level Secretarial test.

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: _____

Supintendent

11/22/23
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____